# U. S. Equal Employment Opportunity Commission

# State and Local Government Information (EEO-4) Survey

# Special Reporting Procedures

## INSTRUCTIONS FOR FILING DATA-UPLOADS

Submission of the EEO-4 report as a computer printout, or on Data-uploads is a Special Reporting Procedure (SRP) as provided for in Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended. Under those provisions, each government must receive written permission from the Commission before any SRP option may be used. The standard instrument state and local governments must use to file EEO-4 reports is EEOC Form 164, State and Local Government Information (EEO-4). EEOC Form 164 is for all jurisdictions except those located in the State of Hawaii. In order to assist state and local governments in regards to required reporting, EEOC has designed these standardized specifications for computer-assisted EEO-4 reporting. By following these specifications, governments may file EEO-4 reports as computer printouts or Data-Uploads. Data bases already in place may be used to automatically generate EEO-4 reports, once the cycle has been completed to acquire written EEOC approval.

## APPROVAL PROCESS

Permission to use a SRP must be requested in writing. Generally, the approval process consists of: (1) submitting an actual test report in the selected medium to the EEO-4 Coordinator; (2) EEOC review of the test submission for compliance with the specifications; and (3) a written response from EEOC stating whether the test submission was approved. If the test is approved, EEO-4 reports may be submitted using that medium until the Commission announces a change in the filing requirement. If the test submission is not approved, the written response will detail the reasons. The government may then submit a corrected test for EEOC review. The address and telephone number for all submissions is:

> **EEO-4 Coordinator SRP EEOC - Program Research and Surveys Division**
> **1801 L Street, NW - 9th Floor Washington, DC 20507**
> **Telephone: (202) 663-4947**

This address and telephone number may also be used to ask questions about special reporting procedures, or to receive technical assistance in the preparation of the report.

**Instructions for EEO-4 Special Reporting Procedures – Data-Uploads**

Each test submission shall consist of:
A. A letter requesting permission to submit the EEO-4 report via Data-Uploads.
B. A Data-Upload which consists of records in the required EEO-4 report format for at least one complete function (File 1) as follows:
    1. Data File (File 1) - (Attachment A)
        a. **Fewer than 1,000 Full-Time Employees**:  One (1) report for all functions performed which includes all employees (Function Code = '16'). In addition, a separate report must be filed for each function with 100 or more full-time employees.

b. **More than 999 Full-Time Employees**: Up to 15 reports (only states file function 14), based on the number of functions performed, which include all full-time and other than full-time employees on the jurisdiction's payroll as of June 30 of the survey year, AND all full-time new hires for the period ending on June 30th of the survey year (July 1 to June 30) whether or not those persons are still on the payroll.

c. **Special Districts**: One report covering total employment and new-hires for all locations of interstate, inter-county, etc., authorities, boards, agencies, commissions, or other types of special tax district jurisdictions. 2. List Files (File 2) - (Attachment B) An optional file which consists of the list of agencies included in the report by Function. The jurisdiction may submit this list on its letterhead.

## GENERAL COMMENTS

The name of the jurisdiction must not begin with the word "The". The EEO-4 name format (see your address label) should be used.

Should you choose to submit both a data and a list of agencies file on the Data-Upload, both files must be on the same Data-Upload.

The Data-Upload files must be fixed length files exactly as described in the record layouts. Commercial spreadsheet software cannot be used to generate the Data-Upload file required by these specifications.

Both files must be on the same Data-Upload.

Instructions for EEO-4 Special Reporting Procedures – Data-Uploads

Test Data-Uploads will not be returned.
Files names: FILE1 - 'E4DATAyyyy' FILE2 - 'E4LISTyyyy'; where 'yyyy' is the survey year.
File Sequences:
FILE1 - Sorted by Control Number, by Function Code. FILE2 - Sorted by Function Code, by Agency/Department Name.

# ATTACHMENT A

**Data-Upload File (File 1) (Excludes Hawaii)**

Logical Record Description

Survey: State and Local Government Information Report (EEO-4)

Source: EEOC Form 164

Dataset Name: E4DATAYYYY; where "YYYY" is the survey year Data
Description: EEO-4 reports on diskette
Record Length: 4,674
Record Format Follows:

| FIELD | FIELD NAME | POSITION | LENGTH | POSSIBLE VALUE AND REAMKS |
|---|---|---|---|---|
| 1 | **CONTROL NUMBER:** | **1 – 8** | **8** | **EEOC ASSIGNED UNIQUE IDENTIFIER:** |
| | A. FIPS STATE CODE | 1 – 2 | 2 | FIPS PUB 5.2 |
| | B. TYPE OF GOV | 3 | 1 | 1 = STATE; 2 = COUNTY; 3 = CITY; 4 = TOWNSHIP; 5 = SPECIAL DISTRICT; 6 = OTHER |
| | C. SEQUENCE ASSIGNMENT | 4 – 7 | 4 | SEQUENTIAL NUMBER WITHIN STATE AND TYPE OFGOVERNMENT |
| | D. JURISDICTION LEVEL | 8 | 1 | 0 = PARENT ALPHABET = SUPPLEMENTAL ADDRESS |
| 2 | FUNCTION CODE | 9 – 10 | 2 | 01 THRU 16 = ACTIVITY FUNCTION |
| 3 | JURISDICTION NAME | 11 -40 | 30 | DO NOT START A NAME WITH "THE" OR NUMERIC |
| 4 | TITLE | 41 – 70 | 30 | CERTIFYING OFFICIAL |
| 5 | STREET/PO BOX | 71 – 100 | 30 | STREET ADDRESS – POST OFFFICE BOX |
| 6 | CITY NAME | 101 – 120 | 20 | NO SPECIAL CHARACTERS OR NUMERICS |
| 7 | COUNTY NAME | 121 – 140 | 20 | FIPS PUB 6-4 - REQUIRED |
| 8 | STATE ADDREVIATION | 141 – 142 | 2 | FIPS PUB 5-2 – ALPHABETIC ONLY |
| 9 | ZIP CODE | 143 – 147 | 5 | US POSTAL SERVICE – NUMERIC ONLY |
| 10 | EMPLOYMENT DATA LINE OCCURS 83 TIMES WITH EACH ROW = 57 NUMERIC CHARACTERS EACH. **ALL 83 LINE NUMBERS MUST BE IN EACH ROW WHETHER OR NOT THERE IS EMPLOYEE DATA FOR THAT LINE**. THER REST OF THE LINE MUST BE ZERO FILLED. THE EMPLOYEE MATRIX DATA CONSIST OF 4731 NUMERIC CHARACTERS | | | |
| | ROW 01 | 148 – 149 | 2 | ROW NUMBER – STARTING WITH 01 THRU 83 |
| | COLUMN – A | 150 – 154 | 5 | TOTAL MALES AND FEMALES |
| | COLUMN – B | 155 – 159 | 5 | WHITE (NON-HISPANIC) MALES |
| | COLUMN – C | 160 – 164 | 5 | BLACK (NON HISPANIC) MALES |
| | COLUMN – D | 165 – 169 | 5 | HISPANIC MALES |
| | COLUMN – E | 170 – 174 | 5 | ASIAN/PACIFIC ISLANDER MALES |
| | COLUMN – F | 175 – 179 | 5 | AMERICAN INDIAN OR ALASKAN NATIVE MALES |
| | COLUMN – G | 180 – 184 | 5 | WHITE (NON-HISPANIC) FEMALES |
| | COLUMN – H | 185 – 189 | 5 | BLACK (NON HISPANIC) FEMALES |
| | COLUMN – I | 190 – 194 | 5 | HISPANIC FEMALES |
| | COLUMN – J | 195 – 199 | 5 | ASIAN/PACIFIC ISLANDER FEMALES |
| | COLUMN – K | 200 – 204 | 5 | AMERICAN INDIAN OR ALASKAN NATIVE FEMALES |
| 19 - 100 | ROWS 02 THRU 83 | 205 – 4878 | 4674 | REMAINDER OF DATA MATRIX |

| FIELD | FIELD NAME | POSITION | LENGTH | POSSIBLE VALUE AND REAMKS |
|---|---|---|---|---|
| 1 | **CONTROL NUMBER:** | **1 – 8** | **8** | **EEOC ASSIGNED UNIQUE IDENTIFIER:** |
|  | A. FIPS STATE CODE | 1 – 2 | 2 | FIPS PUB 5.2 |
|  | B. TYPE OF GOV | 3 | 1 | 1 = STATE; 2 = COUNTY; 3 = CITY; 4 = TOWNSHIP; 5 = SPECIAL DISTRICT; 6 = OTHER |
|  | C. SEQUENCE ASSIGNMENT | 4 – 7 | 4 | SEQUENTIAL NUMBER WITHIN STATE AND TYPE OFGOVERNMENT |
|  | D. JURISDICTION LEVEL | 8 | 1 | 0 = PARENT ALPHABET = SUPPLEMENTAL ADDRESS |
| 2 | FUNCTION CODE | 9 – 10 | 2 | 01 THRU 16 = ACTIVITY FUNCTION |
| 3 | JURISDICTION NAME | 11 -40 | 30 | DO NOT START A NAME WITH "THE" OR NUMERIC |
| 4 | TITLE | 41 – 70 | 30 | CERTIFYING OFFICIAL |
| 5 | STREET ADDRESS/PO BOX | 71 – 100 | 30 | STREET ADDRESS – POST OFFFICE BOX |
| 6 | CITY NAME | 101 – 120 | 20 | NO SPECIAL CHARACTERS OR NUMERICS |
| 7 | COUNTY NAME | 121 – 140 | 20 | FIPS PUB 6-4 - REQUIRED |
| 8 | STATE ADDREVIATION | 141 – 142 | 2 | FIPS PUB 5-2 – ALPHABETIC ONLY |
| 9 | ZIP CODE | 143 – 147 | 5 | US POSTAL SERVICE – NUMERIC ONLY |
| 10 | EMPLOYMENT DATA LINE OCCURS 83 TIMES WITH EACH ROW = 62 NUMERIC CHARACTERS EACH. **ALL 83 LINE NUMBERS MUST BE IN EACH ROW WHETHER OR NOT THERE IS EMPLOYEE DATA FOR THAT LINE**. THER REST OF THE LINE MUST BE ZERO FILLED. THE EMPLOYEE MATRIX DATA CONSIST OF 5146 NUMERIC CHARACTERS | | | |
|  | ROW 01 | 148 – 149 | 2 | ROW NUMBER – STARTING WITH 01 THRU 83 |
|  | COLUMN – A | 150 – 154 | 5 | WHITE MALES |
|  | COLUMN – B | 155 – 159 | 5 | HAWAIIAN/PT HAWAIIN MALES |
|  | COLUMN – C | 160 – 164 | 5 | CHINESE & KOREAN MALES |
|  | COLUMN – D | 165 – 169 | 5 | FILIPINO MALES |
|  | COLUMN – E | 170 – 174 | 5 | JAPANESE MALES |
|  | COLUMN – F | 175 – 179 | 5 | OTHER MALES |
|  | COLUMN – G | 180 – 184 | 5 | WHITE FEMALES |
|  | COLUMN – H | 185 – 189 | 5 | HAWAIIAN/PT HAWAIIN FEMALES |
|  | COLUMN – I | 190 – 194 | 5 | CHINESE & KOREAN FEMALES |
|  | COLUMN – J | 195 – 199 | 5 | FILIPINO FEMALES |
|  | COLUMN – K | 200 – 204 | 5 | JAPANESE FEMALES |
|  | COLUMN – L | 205 – 209 | 5 | OTHER FEMALES |
| 19 - 100 | ROWS 02 THRU 83 | 210 – 5293 | 5084 | REMAINDER OF DATA MATRIX |

# ATTACHMENT B

**LIST FILE (FILE2)**

**LOGICAL RECORD DESCRIPTION**

**DATASET NAME:** E4LISTyy, where 'yy' is the survey year.

**DATA DESCRIPTION:** The list of agencies included in the report, by ACTIVITY FUNCTION.

| FIELD | FIELD NAME | POSITION | LENGTH | POSSIBLE VALUE AND REMARKS |
|-------|-----------|----------|--------|----------------------------|
| 1 | FUNCTION CODE | 1 – 2 | 2 | FUNCTIONS 01 THRU 15 |
| 2 | AGENCY NAME | 3-32 | 30 | |

**FUNCTION 15 EXAMPLES** - Function 15 is a **very** limited category. The following agencies are just about the exhaustive list for that function:

       Animal Control
       Libraries
       Liquor Commission
       Veteran Services

**NOTE:** Cemeteries are parks (Function 6)